

ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਕੂਲ ਐਜੂਕੇਸ਼ਨ (ਸੈਕੰਡਰੀ), ਪੰਜਾਬ
ਐਟ ਪੰ.ਸ.ਸਿੱ.ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-VIII, ਐਸ.ਏ.ਐਸ. ਨਗਰ।
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

(email. dpise.coordination@punjabeducation.gov.in)

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ), ਪੰਜਾਬ।

ਮੀਮੋ ਨੰ. 172509/DPISE-Cord/2021/11/2025 274223

ਮਿਤੀ: 16-09-2025

ਵਿਸ਼ਾ: Filling up one post of Administrative Officer (ADO) on deputation basis.

ਹਵਾਲਾ: Punjab State Concil for Science & Technology ਦਾ ਪੱਤਰ ਨੰ. PSCST/Admn/586 ਮਿਤੀ 03.09.2025.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

ਬ. ਪੰਡਾ 16/9/25
ਸੁਪਰਡੈਂਟ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

ਪਿ.ਅੰ.ਨੰ: ਉਕਤ/2025274224-27 ਮਿਤੀ 16-09-2025

ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

- 1.0 ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦਫਤਰ ਡੀ.ਐਸ.ਈ. (ਸੈਸਿ/ਐਸਿ), ਪੰਜਾਬ।
- 2.0 ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ., ਪੰਜਾਬ।
- 3.0 ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਡੀ.ਜੀ.ਐਸ.ਈ. ਪੰਜਾਬ।

ਬ. ਪੰਡਾ 16/9/25
ਸੁਪਰਡੈਂਟ (ਕੋਆਰਡੀਨੇਸ਼ਨ)



Phone : 91-172-2792325

Fax : 91-172-2793143

Website: www.pscst.punjab.gov.in

Punjab State Council for Science & Technology

A Scientific & Industrial Research Organization approved by DSIR & Central Govt.
under Clause (ii) of Sub-Section (I) of Section 35 of Income Tax Act, 1961

(A State Govt. Undertaking)

MGSIPA Complex, Institutional Area, Sector 26, Post Box No. 727, Chandigarh -160 019 (India)

Ref. No. : PSCST/Admn/586

Dated: 3/9/2025

Director General
Department of School Education,
Punjab School Education Board,
Sector 61, SAS Nagar,
Chandigarh - 160062

Sub: Filling up one post of Administrative Officer (ADO) on deputation basis.

Sir/Madam,

It is proposed to fill up one post of Administrative Officer in the office of Punjab State Council for Science and Technology, Chandigarh, on deputation basis from the employees working on regular basis on equivalent posts in supervisory capacity as Assistant Administrative Officer/Assistant Personnel Officer/Superintendent Grade-1, atleast from the last three years, in Departments/Boards/Corporations/Public Sector Undertakings/Organization or a concern of repute, wholly or partially funded by Government of India/Government of Punjab. The selected candidate will be initially appointed for a period of three years on the last pay drawn by him/her in his/her parent department, without any deputation allowance. A copy of the advertisement published in this regard in 'The Tribune', 'Punjabi Tribune' and 'The Indian Express' on 03.09.2025 is attached herewith.

2. It is requested that this vacancy may be circulated in your Ministry/Department/Organization/Institute and the applications of the eligible and interested employees may be forwarded to this office, in the attached prescribed Performa accompanied by photocopies of ACRs for the last three years, duly attested by the competent authority latest by 17.09.2025. The candidates may send an advance copy of application while the application through proper channel is being forwarded.

3. The appointment on "Deputation basis" would be governed by the Punjab Civil Service Rules and Service Bye-laws of Punjab State Council for Science and Technology.

Thanking you,

Yours sincerely,

Incharge (Admn)

Encls: As Above



PUNJAB STATE COUNCIL FOR SCIENCE & TECHNOLOGY

Website: www.pscst.punjab.gov.in



**Punjab Government Initiative under Ghar Ghar Rozgar
Recruitment Notice**

Applications are invited for filling up the following post on deputation basis:

Sr. No.	Name of the Post	No. of Post	Monthly emoluments
1.	Administrative Officer	1	He/she will be paid last salary drawn in his/her parent department, without any deputation allowance.

Last date & time : 17.09.2025 till 17.00 Hrs. IST.

For details log onto: www.pscst.punjab.gov.in.

Note: Any corrigendum(s) to the recruitment notice shall be published on the above website.

Incharge (Admn)



PUNJAB STATE COUNCIL FOR SCIENCE & TECHNOLOGY

(A State Govt. Undertaking)

2nd Floor, MGSIPA Complex, Institutional Area,
Sector 26, Chandigarh- 160 019

Tel: 0172-2792325

Website: www.pscst.punjab.gov.in



RECRUITMENT NOTICE

Last Date for receipt of applications : 17.09.2025

PSCST invites applications for filling up 1 (one) post of Administrative Officer on deputation basis from the employees working on regular basis on equivalent posts in supervisory capacity as Assistant Administrative Officer/Assistant Personnel Officer/Superintendent Grade-I, atleast from the last three years, in Departments/Boards/Corporations/Public Sector Undertakings/Organization or a concern of repute, wholly or partially funded by Govt./GoP. The selected candidate will be initially appointed for a period of three years on the last salary drawn by him/her in his/her parent department, without any deputation allowance.

Interested eligible candidates may submit their applications, through proper channel, on the prescribed application performa for this post, available on our website, on or before 17.09.2025. They may also submit advance copy of their application directly to PSCST before the last date for receipt of applications.

Incharge (Admn.)

Application Form

**Affix latest passport
size photograph**

1.	Name of candidate				
2.	Present Designation and Pay Matrix Level				
3.	Name of employer and Address				
4.	Contact Numbers	Office: Mobile:			
5.	Date of Birth				
6.	Educational Qualifications:				
7.	Service Particulars:				
	Post Held	Period		Pay Scale & Grade Pay/Pay Matrix Level	Nature of duties
		From	To		
8.	Whether any Departmental/Vigilance Inquiry/Complaint is pending, if yes, give details thereof.				

Signature of Candidate

Certified that the information given above is true and correct as per the official record.

**Signatures of Head of Department
& Official Seal**